



# Project Outcome Form

## Agency Instructions

Office of Financial Management  
March 2022

### PROJECT OUTCOME FORM OVERVIEW

This form is used to gather data about each project approved through the Project Request/Modified Pre-Design process. The Office of Financial Management (OFM) will use the data gathered through this form to:

- Assess and improve the state's metrics for planning and project approvals.
- Evaluate the progress of the modern work environment initiative.
- Assess how well projects align with the Six-Year Facilities Plan.
- Develop and publish a summary of key real estate portfolio metrics by agency on a regular basis.

### COMPLETING AND SUBMITTING THE FORM

Within 90 days of building occupancy, agencies must complete a [Project Outcome Form](#), attach a PDF of the final floor plan and submit it to the OFM Facilities Oversight and Planning program at [ofmfacilitiesoversig@ofm.wa.gov](mailto:ofmfacilitiesoversig@ofm.wa.gov).

Answer all questions in the project outcome form as completely as possible.

#### Tips

- Obtain approved metrics information from the OFM Project Request/Modified Pre-Design approval memo.
- Obtain actual data from the executed lease, the floor plan designed to meet the business needs, invoices from vendors, and your agency's fiscal office.
- Develop a method to track one-time costs for each project by category.

For assistance with this form, contact your [assigned facilities analyst](#).